



DECISION MEMORANDUM FOR THE CHIEF FINANCIAL OFFICER

TO: Jon M. Holladay  
Chief Financial Officer

THROUGH:

FROM:

SUBJECT: Approval to Attend a Conference or Training with a Cost Excess of \$75,000

ISSUE:

DISCUSSION:

RECOMMENDATION:

**DECISION BY THE CHIEF FINANCIAL OFFICER:**

Approve: \_\_\_\_\_

Disapprove: \_\_\_\_\_

Discuss with me: \_\_\_\_\_

Date: \_\_\_\_\_

**Conference or Training Request Approval Template**

**Basic Information:**

Agency:

Person of Contact:

Program Area:

Accounting Code:

Appropriation:

Project code:

Estimated total cost (pending approval): \_\_\_\_\_

Select One: ☐ Conference ☐ Training

If the event is training is it considered Continual Professional Education? ☐ Yes ☐ No

Name of Conference or Training: \_\_\_\_\_

Will the Conference or Training be held in a USDA facility? ☐ Yes ☐ No

If the Conference or Training will not be held in a USDA facility will it be held in a Federal facility?

☐ Yes ☐ No

If the Conference or Training will not be held in a USDA or other Federal facility, please provide a justification for using an external facility?

Dates of Conference or Training: \_\_\_\_\_

Recurring Event: ☐ Yes ☐ No

If yes, frequency: \_\_\_\_\_

Conference or Training Purpose: (Narrative description of the Conference or Training objectives and expected outcomes.)

The conference or Training will help further the Agency's mission or the Department's strategic plan:  
(Narrative description):

The information cannot be effectively shared through another means such as a teleconference or the Internet: (Narrative description)

The conference or training is a "must-do" considering the limited budget of the agency; Vendors providing supplies or services for the conference were selected through a competitive contracting process - conference requests involving a sole source contract or no contract must include additional justification: (Narrative description)

The number of employees attending is justified: (Narrative description)

The location is appropriate and justified and a prudent person would not think it as a waste of their tax dollars for this event in this location: (the request must indicate whether the conference will take place at a non-USDA government facility, commercial facility, or a combination of facilities): (Narrative description)

The meeting location is near where most attendees are stationed; and if not, the detailed cost analysis is must include cost comparisons to locations near the majority of attendees: (Narrative description)

**Location Cost Comparison Estimated**

**Name of Event:**

**Start Date:**

**End Date:**

City & State of Event	<b>Location 1</b> (-----)
Per Diem Rates	Lodging: -----
	M & IE: -----
Location of event	
Type of Facility (USDA, Federal, University or Commercial)	
1) Airfare	
2) Total Miscellaneous Expenses: (Car rental, mileage, Shuttle, Taxi, Parking, Tolls, Baggage, etc.)	
3) Total Local Travel Expense (Expenses from local participants: subway, parking, mileage, etc.)	
4) Total M&IE:	
5) Total Lodging:	
6) Other TDY Expenses (Hotel Tax, etc.)	
<b>Total Travel Expense (1-----6)</b>	
1) Speaker Fees	
2) Printing & Reproduction	
3) Audio Visual Services	
4) <i>Event Room Rental</i>	
5) <i>Facility Charges: ( (Detail)</i>	

6) Other Costs (Itemize)	
7) Light refreshments	
8) Registration fees	
<b>Total Non-Travel Expense(1-----8)</b>	
Non-Federal Contribution	
<b>Total Event Cost without Salary (Travel Expense + Non Travel Exp)- (Non-Federal Contribution)</b>	
Total Salary and Benefits	

Attendee Information:

Total Attendees:

External Contributions towards the cost: \$.....

Will contributions be accepted from non-federal sources to defray the cost of the Event?

☐ Yes ☐ No

If Yes how much will be accepted? \$.....

If contributions will be accepted has the acceptance decision been discussed with the Office of General Counsel?

☐ Yes ☐ No ☐ N/A

Attachments Requirement:

- 1) Conference or Training Agenda
- 2) Attendants estimated cost detail excels spreadsheet. (See attachment)